

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 22 May 1950

FROM : Deputy Chief, Inspection &amp; Security Staff

25X1A

SUBJECT: Survey of [REDACTED] Inspection and Security Staff

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1. This office concurs with the recommendation of Management, based on the recent survey, which would provide for three additional slots in the [REDACTED]

2. The memorandum from the Director dated 28 April 1950, subject: Personnel and Space Allocations, has been considered. However, a survey of the work load of all I&S activities indicates that no personnel could be made available to relieve the back log in the record operation. It is believed that a request for further additional personnel for other phases of I&S work will necessarily be requested in the near future. Management has been asked to make further survey in this connection.

3. In order to relieve the continuous pressure and overtime that is required in record maintenance with present personnel, it is urged that approval be requested at the earliest possible date and that co-ordination with Personnel be effected in order that additional employees may be obtained.

4. The additional personnel recommended in the survey can be accommodated in present space at 2210 "E" Street.

[REDACTED] 25X1A9a